

CHAPTER 20 – ADMINISTRATIVE PROCEDURES

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21 During a multiple fire situation, such as occurs with a widespread lightning storm, initial attack response may vary depending on availability of resources. The dispatcher will continue to use the Initial Attack Dispatch Guide and will attempt to meet preplanned response levels using any method available, such as other agency and shared resources. The dispatcher will maintain close coordination with zone fire management personnel in this situation.

Frequency Management:

Keep conversations short and to the point.

Dispatchers may assign alternate frequencies to fires in able to ease radio traffic congestion.

21.1 SPECIFIC DUTIES

- **07:00** Open Dispatch and sign on over the radio while still in auto select by saying
"All Stations, Central Idaho Dispatch in service date and time"
- ✓ Start computers
- ✓ Open New Daily Log in WildCAD
- ✓ Check answering and fax machine for new messages
- ✓ Check shift Brief for additional info from previous shift
- ✓ Check DMS "Dispatch Messaging system" for demobilization info
- ✓ Check Flight board for that days flight itineraries
- ✓ Check and update ongoing Fire Packets
- **09:00** Lookout and resource check-in
- ✓ Update resource status (units should call in from field advising in service)
- **10:30** Read morning Weather and Resource status (who and how many are on for that day and where are they located)
- **14:45** Edit Observations in WIMS (indices) get that day and forecasted staffing level, ERC'S BI'S
- **16:30** Read P.M. weather and staffing level ERC'S and BI'S
- **17:00** Start Sit report, after sit report is finished print a copy and put in the appropriate binder
- **18:00** Start shift brief
- **18:30** Put computers in the logon screen and turn off monitors, turn off copy machine, lock and secure file cabinets, use the auto select button on the radio consol and sign off by saying "ALL STATIONS CENTRAL IDAHO DISPATCH OUT OF SERVICE KOD 73 430" turn off lights including map board and lock doors on your way out,

ROUTINE

- Maintain a complete radio/telephone log, detailed enough for tracking dates, times, and accounts of all incidents. If the dispatch office is not in operation, the duty officer/district must maintain a log until CIC is in service.
- Fire narratives need to be kept in the log portion of the WildCAD incident.
- Report the daily situation report to the intelligence coordinator by 1600 hours. You will need the following information;
 - Number of new fires and whether lightning – or – human caused
 - Acres of new fires
 - Number and size of carry-over fires
 - Crews available or committed to your zone and what type (Type 1 or Type2)
 - Number of engines avail or committed and size
 - Any overhead, aircraft, or smokejumpers committed

21.2 INITIAL ATTACK FLOW CHART

Report of Incident to CIC

- Initiate preliminary incident report (PIR) and start a new incident in WildCAD.
- Check for burn permits in the area.
- Dispatch resources using I.A guidelines (WildCAD) and following run card (WildCAD Response Booklet).
- Use WildCAD incident # as fire name until you can establish location and give appropriate name.
- Keep FMO advised of current fire information to assess changes in complexity.
- Notify jurisdictional agencies involved.
- Check for suppression liabilities and operations fires; notify I.C. of any liabilities in the area and their location.
- When the initial attack incident commander arrives at the fire, she/he will immediately size up the fire and inform CIC of:
 - ✓ Estimated size
 - ✓ Description of fuels involved
 - ✓ Estimated resources required
 - ✓ Estimated time of control
 - ✓ Estimated location, legal and/or Lat-LONG
 - ✓ Establish tactical and logistical radio frequencies with CIC
 - ✓ Availability of currently assigned resources for other IA activities
 - ✓ If false run, get pertinent information and assign false run number/PIR.
 - ✓ The need for a fire Investigator
- Notify suppression liabilities after confirming with the duty officer.
- As the suppression action proceeds, it will be the initial attack IC's responsibility to keep CIC up-to-date regarding resource arrival times, resource needs, when the fire is contained or controlled, or if there is any substantial change in fire behavior or suppression needs.
- Notify Duty Officer and responding resources to any change in IC on the incident.
- As resources become available for release, the IC will advise CIC of all demobilization plans.
- CIC will assign a fire number for all confirmed fires within the operations area and document on current fire record form. (eg. SO # for FS fires and District fire numbers.)
- Dispatchers will code their base eight hours according agency direction. . Both Forest Service and BLM dispatchers will charge their overtime hours to an appropriate fire number unless otherwise directed.

22 REPORTS

All documents will be sent directly to the district within three days after the incident has been declared out. Districts are responsible for their agencies' individual fire reports. Forest Service Districts will send their Individual Firefighter Reports along with the completed FS-5100-29, Individual Fire Report, to CIC within 10 days after the fire is out. Fires that occur on Idaho Department of Lands property under Forest Service protection require a completed fire report, including suppression costs. CIC will forward Bureau of Land Management reports to the appropriate office for fire on their ownership under Forest Service protection. Send the BLM fire reports to: Jeff Knudson Bureau of Land Management, Salmon Field Office, 1206 South Challis St. Salmon, Idaho. 83467

23 CHAIN OF COMMAND - EXTENDED ATTACK

The line officer or their representative will determine the proper management organization required. If incident objectives will not be met within the first burning period, an extended attack organization needs to be considered (i.e., Type III or functional assistance). CIC and duty officers will discuss strategy; if it appears incident objectives will not be met by 1000 hours the next day.

24 LOCAL FIREFIGHTING RESOURCE MOBILIZATION

CIC will mobilize all resources responding to fires in the dispatch zone. IC's are responsible for notifying CIC of the total number of personnel on the fire. IC's will notify CIC whenever resources are being released. CIC will update ZFMO or Duty Officer regarding resource mobilizations and status.

25 DETECTION AND REPORTING

25.1 LOOKOUTS

All lookouts in the operational area will report fires to CIC, as well as keeping CIC informed of any lightning or unusual weather within the CIC operations area. Additionally, lookouts will inform CIC of their status and changes in work schedules.

25.2 AERIAL OBSERVATION

Detection flights will be ordered by CIC one day before needed if possible. Scheduling of detection flights will be coordinated between CIC and ZFMO's. CIC may order detection flights per the current Manning and Specific Action Plan prior to discussions with the ZFMO's. Aerial observers or CIC should notify ZFMO's upon entering the Zone airspace. Communications with detection flights should be done through CIC. All detections of fires within the CIC operations area will be reported to CIC, who will then follow IA protocol for fire response and suppression.

25.3 FIELD-GOING PERSONNEL

All field-going personnel will report fires to CIC. If unable to make direct radio contact, they will relay through a lookout or district to CIC.

26 FIRE INVESTIGATION

If the initial attack IC suspects a fire is person-caused, he/she will notify CIC who will, in turn, notify the district duty officer/IC of the possible need for a fire investigator. The IC or duty officer initiates the order for a fire investigator, with the resource order placed through CIC. Jurisdiction will provide a qualified investigator, if available. The closest qualified and available investigator will fill the resource order.

Fires in Forest Service timber sales, ZFMO needs to notify the timber sale administrator.

27 COMMUNICATIONS

The general goal of this plan is as follows:

Fire Reporting will be done on the main forest channels (North and South).

Initial Attack will be established using the North and South main channels.

Once initial attack is established, the dispatcher shall provide the IC with an IA tactical frequency to use for fire line communications as soon as possible. The IC shall use the North or South main channel for communications back to dispatch according to the Zone where the fire is located. Tactical operations shall be performed on the tactical frequency.

Communications between aircraft and the IC are initiated on the North or South main. After communications are established, air-ground communications shall be moved to the IA tactical frequency or it shall be performed on Tactical Air to Ground at the IC's discretion.

Flight following shall be on the North or South main channel during normal activity.

During periods of increased fire activity, Dispatch will establish flight following on a discreet frequency (Salmon Flight Following- 170.125). This radio net will have established repeater sites and will be enhanced with portable repeaters that may be deployed as needed.

Dispatch has access to the National Flight Following frequency (168.650). This frequency will be used as an initial contact frequency between aircraft and dispatch as needed or for itinerant aircraft that flight-follow with Central Idaho dispatch as they pass by the zone. It should not be used for a forest flight following because of its high traffic.

Type III command operations shall be performed on the Scene of Action frequency (168.775). The forest has three fixed repeaters on this channel and it is capable of installing portable repeaters as needed. BLM SOA (173.8625) can also be used for this purpose.

CHANNEL DESCRIPTIONS

NORTH MAIN - Simplex = 172.275/172.275 (Tx/Rx) Repeater = 164.500/172.275 (Tx/Rx)

SOUTH MAIN - Simplex = 169.875/169.875 (Tx/Rx) Repeater = 164.125/169.875 (Tx/Rx)

This channel is to be used by fire detection units for reporting fires to Salmon dispatch. It is also to be used by the IC to contact Central Idaho Dispatch.

OTHER INCIDENTS

28.1 LAW ENFORCEMENT

CHECK-IN PROCEDURES

PUBLIC CONTACT

A public contact protocol is being reviewed and will be added to this guide when complete.

TIMER USE

Routine Calls:	NO NOTIFICATION REQUIRED. Situations where LEOs respond to non-emergency, non-felony incidents. Routine calls are incidents that clearly pose no known or anticipated threat to the officer.
Non-routine Calls:	NOTIFICATION REQUIRED. Non-routine calls are those that fall short of a true emergency, but may pose a threat to the officer. Normally a "shots fired" call, any crime of violence, or intoxicated individuals causing a disturbance would meet this criterion.
Emergency Calls:	NOTIFICATION REQUIRED. An emergency incident is clearly life threatening. An emergency response may also be necessary in situations where a delayed response may result in the destruction of evidence or escape of the suspect. A crime of violence in progress would meet this criteria and any situation that necessitates the officer utilizing emergency equipment to respond to the call.

28.2 EMERGENCY INCIDENTS

(NON-FIRE)

The appropriate county sheriff's office is the coordinating office for all non-fire incidents and search-and-rescue missions within the dispatch area. CIC will coordinate all activity with the sheriff's office and will operate in accordance with the Intermountain Emergency Plan when incidents occur on National Forest. For circumstances involving in-house searches for Government aircraft/personnel on Agency lands, the only requirement is for notification of the sheriff's office in order to let them know we are coordinating a search and rescue. The agencies has Collection Agreements with the counties. These agreements make available supplies, equipment, facilities and personnel to the counties during emergency incidents. (refer to agreements in CIC plan)

The Intermountain Region Emergency Plan is for natural disasters, search and rescue, and national emergencies occurring on National Forest, regardless of fire protection jurisdiction.

Appropriate BLM Emergency Plans will be used when the incident is on BLM lands.

Upon request, CIC will initiate appropriate action regarding incidents involving agency personnel and/or occurring on agency lands, in accordance with county sheriff,

28.5.1 EMERGENCY TELEPHONES NUMBERS

LAW ENFORCEMENT CONTACTS

Phone Numbers are in the Central Idaho Fire Directory

28 CIC INCIDENT FLOW CHART

28.1 Wildland Fire

- 1) Report of Fire to Dispatch
- 2) Appropriate Initial response Action
- 3) Agency Notification

BLM

- a) Dispatch Notifies AFMO in Salmon, or acting
- b) AFMO or Acting notifies Field Office Manager

FOREST SERVICE

- a) Dispatch notifies Appropriate Zone FMO
- b) District FMO notifies appropriate agency administrative personnel.

28.2 ACCIDENT / INCIDENT/ CRITICAL EVENT NOTIFICATION

Refer to the BLM "Standards for Fire and Aviation Operations" Chapter 19 for detailed descriptions of incidents which require notification, specifically: Entrapments, Incidents with Potential and/or Non-Serious Injury, and Wildland Fire Serious Accident.

UCSC District Notification Process

- 1) Dispatch notifies GACC and AFMO
- 2) AFMO notifies District FMO and Field Office Manager
- 3) a) FMO Notifies District Manager and State Office (Operations or Aviation)
- b) Field Office Manager notifies Public Affairs Officer
- 4) State Office Operations or Aviation Manager notifies Idaho BLM State Fire Management Officer (ISO FMO) and Idaho State Office Safety Officer.
- 5) ISO FMO Notifies State Director and National Office FAM.

28.2.2 Salmon-Challis National Forest Notification Process

1) Dispatch notifies GACC and

Zone FMO / Duty Officer and

Forest FMO/ Duty Officer

2) ZFMO notifies District Ranger

3) a) FFMO notifies Operations Staff and/or
Forest Supervisor and
Regional Fire Director.

b) Forest Supervisor notifies Regional Forester and
Forest PAO.

29 INFORMATION MANAGEMENT

The following information is available by computer access or by special request through CIC. CIC will not normally fax copies to districts on a daily basis.

29.1 FIRE WEATHER

The Pocatello Weather Service office issues detailed forecasts to fire management agencies. A forecast will be issued for the Central Idaho forecast zones (see Appendix XI for a map of the numbered fire zones). A morning forecast will be issued around 0900 MDT and a afternoon forecast around 1600 MDT from Pocatello. These forecasts will include detailed information for the periods of today, tonight, and tomorrow. The 3- to 5-day outlook will also be included.

For more details about our agreement with the Weather Service, see the Great Basin Fire Weather Service Operating Plan

29.1.1 WIMS

Weather station observations are retrieved from individual stations in central Idaho using Fire Weather Plus software. In addition, observations are updated daily through the Weather Information Management System (WIMS) in Kansas City. This WIMS data is then developed into the station indices, which are posted for fire managers' on the CIC website (To be developed).

29.1.2 WEATHER SATELLITE MAPS

Weather satellite maps are available on the Internet through the NWS and EGBCC website links. These maps include GOES satellite pictures tracking weather system movement, climate outlook maps that include temperature/precipitation, gradient prediction maps at intervals of six to ten and 30 to 90 days, greenness maps, fire potential, drought assessment, and fuel moisture predictions.

29.2 INSTRUCTIONS FOR SPOT WEATHER FORECASTS

The requesting unit will notify CIC of the need for a spot weather forecast. The zone dispatcher will write down all necessary information on the Spot Forecast Request form. Once you have all the information, submit to the Pocatello Weather Service via the internet spot forecast request page.

When the status of your request is labeled "complete" in this box, your forecast is ready, click on your spot within this table, and the forecast appears. You should print the forecast for inclusion with the burn or fire information. Contact the requesting unit by phone or radio; let them know their spot weather forecast is back and that you are ready to relay the information.

In addition to the daily forecasts, the Weather Service provides special forecasts called "spot weather forecasts". Spot weather forecasts are issued for fires in progress or for prescribed burning when requested by burn personnel. During normal operating hours, spot weather forecasts will be submitted to CIC. Whenever a spot forecast is requested, a phone call to the weather office should be made to inform the forecaster that a spot forecast was sent to him. All spot forecast requests will be submitted to the NWS through CIC.

CIC will submit all spot forecasts on the NWS Spot Weather Request website.

Weather observations supporting the spot request should be taken at the site of the fire or burn on the day of the burn. The accuracy of the returned forecast will depend on how well the observations represent the site conditions. If weather conditions develop, that are not forecast and which threaten the success of operations at the fire, notify the forecaster immediately.

Feedback concerning the accuracy of the forecast will assist the forecaster in the preparation of more accurate spot forecasts in the future.

29.3 SITUATION REPORTS

29.3.2 FOREST

The Intelligence will compile the following information:

- Number and acreage of new fires, and whether lightning- or human-caused
- Number and size class of carry-over fires
- Number of crews available or committed (Type 1, Type 2, etc.)
- Number of engines available or committed and what type
- Fire behavior and weather details noted by firefighters

This information will be consolidated into a Zone Situation Report and transmitted to the Eastern Great Basin.

29.3.3 REGIONAL

Resource data provided by zone dispatchers is collated into a sit report that is submitted via KCAST at internet website <http://famweb.usda.gov/> by close of work or 2100 hours, whichever comes first.

29.4 LIGHTNING MAPS

Lightning maps are produced daily, or as requested by fire management. Maps are posted in a central location for reference by forest personnel, dispatchers, and center manager.

29.5 REPORTS AND HISTORICAL DATA

The Center will produce a year-end annual report, to be distributed by December 15.

Central Idaho Interagency Dispatch Center will keep all original Preliminary Incident Reports. CIC will also keep electronic files (on floppy disks) of the following:

- Situation Reports, both Regional and National
- CIC Reports, Regional Potential Assessments
- Weather Forecasts
- Severity Maps

29.6 PLANNED PRESCRIBED FIRE

CIC will be assist in resource tracking and logistical needs for prescribed burning. . Dispatch needs to be notified of intent to burn at least one day before ignition. Districts must check to see if it is acceptable to burn before ignition is started. The following information will be provided to CIC by the agency performing the burn:

1. The name of each unit to be burned.
2. The number of acres to be burned by unit each day.
3. The legal location of all units to be burned.
4. The intended time of ignition.
5. The actual acres accomplished each day.
6. A copy of the burn plan.

CIC will be available for assistance as needed during prescribed burning. If a district has a need for CIC to be open after normal duty hours, a request should be made as soon as the need is known. If multiple districts are burning at one time, it is more cost effective to have one person on the radio at CIC rather than one at each district. Each district will be required to provide a management code. Reimbursable charge codes will be set up by the agency burning through the Forest Supervisors Office to cover the costs of Forest Service and BLM assistance to each other.

CENTRAL IDAHO INTERAGENCY DISPATCH OPERATING GUIDE